

Little Traverse Bay Bands of Odawa Indians Job Posting

Job Title:	Administrative Assistant – Community Health Department
Department:	Community Health/Diabetes-Mnozhiiyaa
Reports to:	Community Health D.M. Coordinator/ Health Director
FLSA:	Non-Exempt
Salary Range:	\$24,646-\$33,342 (\$11.85 - \$16.03/hr)
Level:	2
Opens:	January 18, 2016
Closes:	February 08, 2016

SUMMARY

The primary focus of this position is to provide great customer service that will be delivered by meeting, greeting and assisting clients with in-house appointments, scheduling appointments, and arranging transportation, etc. This will include scheduling appointments for transportation, foot clinic and contractual service, as well as providing administrative support for the Community Health Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following. Other duties may be assigned.

- Must be willing to learn and abide by the principles and philosophy of the LTBB Community Health Program, LTBB Code of Ethics and confidentiality policies and procedures.
- Answer and screen departmental telephone calls. Greet scheduled visitors and direct to the appropriate area or person.
- Schedule clients for transportation, contractual services, and foot clinic etc.
- Participate in the organization of health clinics including; advertising, purchase requisitioning, contracting of professionals and paraprofessionals.
- Maintain program grant records. Maintain the diabetic supply records. Maintain Native Way access cards/files, and Vehicle maintenance logs.
- Utilizes the RPMS system to compile statistical reports. This will include the input of information into the Diabetes registry and export of data to Indian Health Service.
- Compose and type routine correspondence. Read and route incoming mail.
- Order and maintain supplies and arrange for equipment maintenance.
- Coordinate and arrange travel schedules and reservations.
- Work collaboratively with other staff and departments to meet grant requirements.

- Coordinate and arrange meetings, reserve and prepare facilities, record and transcribe minutes of meetings.
- Participate in conferences, in-services and trainings to improve and maintain job skills. Must be able to travel as needed within and outside the local service area.
- Assist with the planning and implementation of community health events
- Other duties within scope of work as assigned

EDUCATION AND EXPERIENCE

Must possess a high school diploma or equivalent and two (2) years related work experience. Experience obtaining health statistics preferred. High School Diploma or GED or Clerical certificate or 3 years related experience or an equivalent combination of education and work experience. Must possess strong computer skills, typing proficiency (Microsoft Professional Suite). Must possess the ability to work independently; possess excellent written, verbal, interpersonal communication skills; must possess problem solving and good organizational skills. Must have experience working with budgets. Experience with electronic health records preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Michigan Driver's License, reliable transportation and must be insurable.

OTHER SKILLS, ABILITIES AND ATTRIBUTES

Must be able to relate to the Native and non-Native community. Must be empathetic to the needs of the client and to the needs of the community. Be self-confident, know own limitations and be a team player. Must be able to establish and maintain effective working relations with the general public, other health care agencies and co-workers. Will be expected to contribute to the overall growth and development of the Community Health/Diabetes Program.

COMMENTS

Native American preference will apply.